

Fiscal Year 2022 School Resource Officer (SRO) Grant

Notice of Funding Availability (NOFA) Application Guidance Document

Online Submission Deadline: September 30, 2021

Funded through: State of Maryland

Maryland Center for School Safety (MCSS)
Care of: Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201
schoolsafety.maryland.gov

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
Karen B. Salmon, Ph.D., State Superintendent of Schools
Kate Hession, Executive Director, MCSS

NOTE: MCSS will begin accepting applications for the FY2022 SRO Grant on June 1, 2021 on the MCSS website:
schoolsafety.maryland.gov

Applicants are encouraged to follow the instructions outlined on the website when submitting the applications in order to avoid incomplete submissions. Supporting documentation must be attached to all applications.

All funding is contingent upon the Maryland Center for School Safety (MCSS) receiving the specified grant funds from the State of Maryland. As of the posting of this Notice of Funding Availability, the General Assembly completed appropriations for Fiscal Year 2022.

Eligibility: The following entities are eligible to apply for the FY2022 School Resource Officer (SRO) grant. This includes officers hired to provide adequate coverage at the local school systems.

- Maryland local public school systems
- Maryland Law Enforcement Agencies (LE)¹

Introduction & Scope: The Safe to Learn Act of 2018 requires that local law enforcement departments supplying SROs have an executed memorandum of understanding with the local school system. The SRO grant fund may be used to pay for the salaries of SROs assigned to local public schools and/or officers to provide adequate coverage

Important Notes

All FY2022 Grants administered by MCSS are State issued Funds. Applicants must provide a copy of their **IRS Form W-9** to MCSS with their application.

¹ LEs must coordinate with LSS if applying directly to avoid duplicate applications.

Continuation of FY2021 SRO Program

This information is only applicable to law enforcement agencies and local school systems who submitted and were awarded SRO adequate coverage grant in FY2021.

In lieu of submitting a completely new application for the FY2022 SRO grant, MCSS will accept a one-page document on your organization's **letterhead** confirming the continuation of your FY2021 SRO adequate coverage grant program; provided there are no changes to the prior year's program. The following constitutes a change and will require a brand new application with all the necessary support documentation.

1. A new or revised MOU between the law enforcement agency and the local school system;
2. Change in the number of schools covered by SROs or adequate coverage; or
3. Personnel change in the number of SROs, SRO Supervisors and officers providing adequate coverage.

The one-page document must address the following:

1. **Confirmation:** Statement confirming continuation of FY2021 SRO adequate coverage program with no changes.
2. **Summary of FY2021 SRO Grant Application Proposal:** Summary statement paragraph highlighting the FY2021 SRO adequate coverage grant application proposal. MCSS will review this against the prior year submission to ensure there are no changes in the current request.
3. **Acknowledgement from Head of Organization:** Acknowledgement confirming that there are no changes in the SRO adequate coverage grant proposal submitted in FY2021. **Please use the language provided below:**

I [INSERT NAME OF HEAD OF ORGANIZATION], wish to continue the FY2021 SRO adequate coverage program between [INSERT NAME OF LOCAL SCHOOL SYSTEM] and [INSERT THE NAME OF LAW ENFORCEMENT AGENCY]. I acknowledge that there are no changes to what was submitted and approved in FY2021 and the FY2022 SRO adequate coverage grant request. I also acknowledge that MCSS reserves the right to request additional information from me and/or the designated program manager/point of contact when reviewing this request.

4. **Signature:** The above statement must be signed by the Head of Organization and dated appropriately.
5. **Budget / Spend Plan:** This is a required form. Visit the MCSS website to obtain the most current [Itemized Budget](#) template and submit as a pdf attachment with your application. Please use the [FY2022 SRO Grant Allocation data](#) to determine the allocation amount for your jurisdiction.
6. **Project Timeline:** This is a required form. Visit the MCSS website to obtain the most current [Project Timeline](#) template and submit as a pdf attachment with your application.
7. **IRS Form W-9:** This is a required form and must be included with your application.

NOTE: Change in the *per school* allocation amount in it of itself does not constitute a change in program.

Application Documents

All application support documents must be submitted in a pdf format.

Application Process

Applicants who do not meet the criteria set above under [Continuation of FY2021 SRO Program](#) must follow all the application requirements in this NOFA. Applicants are required to apply for grant funding through the [Maryland Center for School Safety's website](#).

Additional Assistance

To assist with the application process, MCSS advises applicants to read through the Frequently Asked Questions (FAQs) provided on the [MCSS website](#).

To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on Friday, September 30, 2021.

For further assistance, please contact:
Gifty Quarshie, Fiscal and Grants Analyst
MCSS.MCSS@maryland.gov

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GRANT OVERVIEW

The Maryland Safe to Learn Act of 2018 (Senate Bill 1265, Chapter 30), which ushered in a comprehensive multi-disciplinary approach to school safety and security in Maryland's Public Schools went into effect on June 1, 2018. The Act defined an SRO for the first time, established the role of a School Safety Coordinator for each local school system who serves as the liaison between the school system, local law enforcement and MCSS, and defined school security employees.

The Act requires every local school system to file a report with MCSS identifying whether an SRO is assigned or adequate law enforcement coverage is being provided at each public school within the jurisdiction. The Act provides that local school systems should work with local law enforcement agencies to determine the needs of each school within the system for an SRO and/or adequate law enforcement coverage.

The Act also established the Safe Schools Fund (the "Fund"), authorizing grants for various school safety items and programs, and included a mandatory appropriation of \$10 million annually for SROs and/or adequate law enforcement coverage for Maryland's public schools.

SCHOOL RESOURCE OFFICER (SRO) GRANT - FY2022

A School Resource Officer is a **sworn** law enforcement officer as defined under [§ 3-101\(E\) of the Public Safety](#) Article who has been assigned to a school in accordance with a memorandum of understanding (MOU) between the local law enforcement agency and the local school system. A School Resource Officer is also a Baltimore City School police officer as defined under [§ 4-318 of the Public Safety](#).

The Governor has appropriated \$10 million general funds in fiscal year 2022 for the School Resource Officer grant and/or adequate coverage issuance to local school systems and local law enforcement agencies in the areas enumerated at [Md. Code Ann., Education Art. §7-1508](#).

The Maryland Center for School Safety, under the authority of the School Safety Subcabinet, shall review all applications for the School Resource Officer grant and/or adequate coverage prior to issuance. The Subcabinet and MCSS reserve the right to request additional information from applicants to supplement the initial requests.

PURPOSE OF THE GRANT

The purpose of the School Resource Officer (SRO) grant is to assist local school systems in fulfilling the requirements of the Safe to Learn Act of 2018. Grant funds may be used to pay for salary and fringe benefits for SROs or overtime salaries to provide adequate law enforcement coverage during routine school hours or after school activities.

To be assigned as a School Resource Officer, an individual must meet the following conditions as set forth in the statute:

- Complete the model training program developed by MCSS; **or**
- Submit to the Maryland Police Training and Standards Commission for approval a training program that is consistent with the curriculum developed by MCSS and MPTSC; **and**
- Enroll individuals assigned to be School Resource Officers in the training program developed by MCSS and MPTSC.

ELIGIBILITY CRITERIA

Both local school systems and law enforcement agencies are eligible to apply for the SRO grant. However, local school systems and local law enforcement agencies must work together to avoid duplicate application submission. Law enforcement agencies working with their local school system are eligible to submit their applications directly to MCSS.

The aggregate total of requested grant funds from multiple law enforcement agencies may not exceed the formula-based appropriation designated for the local school system as outlined in [Md. Code Ann., Education Art. §7-1508 \(g\)](#).

The MCSS recommends local law enforcement entities and local school systems collaborate and form long-lasting partnerships to determine funding priorities.

All eligible entities must submit no more than one (1) application for the FY2022 SRO grant. This grant application **may not** be used to apply for any other grant being offered by MCSS.

IMPORTANT DATES

Begin Accepting Applications	June 2021
Deadline to Apply	September 30, 2021
Award Approval/Denial Letters	30-60 Days after Application
Notification of Grant Award (NOGA) Issuance	Up to 21-days after Award Approval Letter
Award Start Date	July 1, 2021
Award End Date	June 30, 2022
Quarterly Progress Reports: Quarter 1 – July 1, 2021 to September 30, 2021 Quarter 2 – October 1, 2021 to December 31, 2021 Quarter 3 – January 1, 2022 to March 31, 2022 Quarter 4 – April 1, 2022 to June 30, 2022	Due Dates: October 29, 2021 January 31, 2022 April 29, 2022 July 29, 2022
Final Project Report	August 15, 2022

APPLICATION REQUIREMENTS

In order for Grant applications to be considered for approval, all applications submitted to MCSS must be fully completed to the best of the applicant's ability. Application requirements include the following:

A. Statement of Need Narrative

All applicants must provide a clear, concise and succinct statement of need stating why the grant funds are needed; how the grant funds will be used; what issues/problems that grant funds will help resolve; and other relevant data as is necessary.

B. Budget Narrative

The budget narrative for the SRO grant or adequate coverage must be clear, specific, and tied directly to the project description. This Word document must reflect at least a one

year spending plan equal to the duration of the grant. It must list separately Personnel (SROs) and Fringe Benefits; which describes and justifies each budget item and the basis for the amounts requested.

In addition to the budget narrative, Grantee shall provide an itemized budget/spend plan description for ***each*** SRO's salary and fringe benefits, where applicable. It must also list projected overtime costs for officers providing adequate coverage. Budget items being paid for with grant money must be clearly listed and differentiated from budget items being paid for using other sources of funding.

Grantee must outline an SRO sustainability plan to support the grant funded position(s) after grant funding ends.

Grantees are advised to use the MCSS grant budget/spend plan worksheet to provide the itemized budget; along with other necessary grant budget documents where applicable. Please visit the [MCSS website](#) for the budget/spend plan template. Remember to save all documents in a pdf format.

C. Detailed Project Description

Provide a detailed description of the project design and planned implementation activities. The project description must list the school(s) where the SROs are needed and where adequate coverage will be provided. This part of the application should contain as much detail as possible, including project goals and objectives.

D. Memorandum of Understanding

An application must include a fully executed and current Memorandum of Understanding/Memorandum of Agreement between the local law enforcement agency and the local school system for SRO services.

If this agreement does not exist at the time of application, the requirement must be met within 30-days of the award date of the grant. No grant funds will be reimbursed until this requirement is met.

FUNDING AVAILABILITY

Funding for Grants offered by MCSS is provided by the State and is based on approval from the State Legislature and the Governor. Funding is only available in the fiscal year (FY) it is appropriated. The fiscal year for the State of Maryland begins **July 1** and ends **June 30** of each year.

The performance period for the FY2022 School Resource Officer grant is from **July 1, 2021 (start date) to June 30, 2022 (end date)**. Grant funds will be obligated by MCSS once a completed Notice of Grant Award is issued. Funds are paid on a reimbursable basis.

The award of the SRO grant in FY2022 does not guarantee funding for future years. In addition to the availability of funds, a project's implementation, compliance with reporting requirements and any special conditions placed on the grant are all essential in future award considerations.

Grantee must confirm that the SRO grant will not supplant local funding currently allocated for the proposal. Grantee shall also indicate other funding sources, if any, that will be used to support this work.

The SRO grant may supplement existing State and local funds for program activities but shall not replace those funds that have been appropriated for the same purpose.

INDIRECT COSTS²

The Maryland Department of Legislative Services defines Indirect Costs as “overhead expenditures that cannot be directly charged to the program providing services. Indirect costs represent administrative and support services an agency provides (such as budgeting, accounting, and purchasing) to allow the direct delivery of services.” Some additional indirect costs may include depreciation or use allowances on buildings and equipment as well as the costs of operating and maintaining facilities.

There are no indirect costs permitted in the SRO grant.

FIXED COSTS

Fixed costs **are** permitted through the funding provided by this Grant. All details for fixed cost related expenses **MUST** be clearly outlined in the Project Description and must be specifically and easily identified with a particular project as outlined in the Project Description submission. Fixed costs may include, but are not limited to:

- Salaries/Wages & Fringe Benefits³
- Overtime Salaries for adequate coverage
- Equipment⁴

ALLOWABLE AND UNALLOWABLE EXPENSES

A. Allowable Expenses

Local school systems are encouraged to use the guidance set forth in the “[purpose of the grant](#)” section when drafting grant applications. Below is a list of allowable expenses under this grant. Please note that this list is not conclusive.

- a. Salaries and Fringe benefits
- b. Training Costs – amount not to exceed **ten percent** of allocated amount per school; that is, up to \$705 per school facility can be allocated to training.

Examples of acceptable training programs for SROs and SSCs include but is not limited to:

- NASRO⁵ Basic SRO Course
- NASRO Advance SRO Course
- Adolescent Mental Health Training for SROs
- SRO Supervisors and Management
- Crime Prevention Through Environmental Design
- Youth Mental Health First Aid

*SRO funds may not be used for travel and/or conference registrations.

² [Indirect Costs](#)

³ Assigned SROs.

⁴ Amount not to exceed two percent of allocated amount per school.

⁵ <https://www.nasro.org/training/training-courses/>

- c. Equipment – amount not to exceed **two percent** of allocated amount per school; that is, approximately \$141 per school facility may be allocated to equipment.

B. Unallowable Expenses

- a. Expenses unrelated to compensation, training costs or equipment.
- b. Training costs exceeding ten percent of grant award.
- c. Equipment costs exceeding two percent of grant award.
- d. Conference expenses.
- e. Weapons, tasers, stun gun devices and ammunition.
- f. Motor vehicles
- g. Travel expenses

ALLOCATION

Under Md. Code Ann., Education Art. §7-1508(g), grants provided for the school resource officer funding shall be made to each local school system or law enforcement agency based on the number of schools in each school system in proportion to the total number of public schools in the State in the prior school year.

The Subcabinet and MCSS has established the following allocation method for the FY2022 SRO grant and/or adequate coverage as outlined in the Safe to Learn Act of 2018. Please refer to restrictions listed under the [Eligibility Criteria](#). This allocation is based on a per school facility count of each local school system. The local public school system number of schools count is provided in the [2020 MCSS Annual School Resource Officers / Adequate Coverage report](#). Each local school system is allocated *\$7,052 per school*.

The School Safety Subcabinet and MCSS reserve the right to partially approve or completely deny grant applications that do not fully meet the application requirements. Below is the allocation per jurisdiction as established in statute.

Jurisdiction	No. of Schools**	Max. Allocation Per Jurisdiction
Allegany County	22	\$155,148
Anne Arundel County	121	\$853,315
Baltimore City	168	\$1,184,767
Baltimore County	175	\$1,234,133
Calvert County	25	\$176,305
Caroline County	10	\$70,522
Carroll County	40	\$282,087
Cecil County	30	\$211,566
Charles County	39	\$275,035
Dorchester County	14	\$98,731
Frederick County	70	\$493,653
Garrett County	12	\$84,626
Harford County	54	\$380,818
Howard County	77	\$543,018
Kent County	5	\$35,261
Montgomery County	208	\$1,466,855
Prince George's County	203	\$1,431,594
Queen Anne's County	14	\$98,731
Somerset County	9	\$63,470
St. Mary's County	30	\$211,566
Talbot County	8	\$56,417
Washington County	44	\$310,296
Wicomico County	26	\$183,357
Worcester County	14	\$98,731
Total	1,418	10,000,000

Per School Allocation	
Total FY22 Appropriation	\$10,000,000
Total # of Schools	1,418
Allocation per school	\$7,052

[**MCSS 2020 Annual School Resource Officers / Adequate Coverage Report](#)

REPORTING AND REIMBURSEMENT REQUIREMENTS

A. Reporting Requirements

The SRO grant is one of two grants available under the Safe to Learn Act of 2018. As a result, there are reporting requirements for the SRO grant that tie directly with the reporting requirements of the Safe Schools Fund Grant⁶. The following reports are due as outlined: Safe to Learn Act Reporting Mandates, Quarterly Project Reports and Final Project Report.

Safe to Learn Act Reporting Mandates

- a. Before the beginning of the school year, each local school system shall file a report with MCSS showing each public school assigned SROs or the adequate law enforcement coverage planned for that school facility. Law enforcement

⁶ Visit the [MCSS website](#) for more information on the Safe Schools Fund grant

agencies are encouraged to collaborate with their local school system counterparts to ensure accurate reporting.

- b. On or before **August 31, 2021**, and each August 31 thereafter, each local school system shall complete the [Use of Force Report](#)⁷ and submit to MCSS any use of force incidents between a school security employee and a student while the school security employee is carrying out the employee's duties.
- c. On or before **August 31, 2021**, and each August 31 thereafter, each local law enforcement agency shall complete the [Use of Force Report](#)⁸ and submit to MCSS any use of force incidents between their SROs and a student while the SRO is carrying out the employee's duties.

Quarterly Project Reports

- a. Grantee is required to submit Quarterly Progress Reports (QPR) detailing a summary of work completed including milestones achieved and any obstacles encountered during the previous quarter and every quarter thereafter.
- b. Quarterly Progress Reports are due **30-days** after the end of each quarter. Please refer to the *important dates* section of this NOFA for quarterly report due dates. The form is available on the [MCSS website](#).
- c. Reports* must be submitted on time. The Grant will be considered not in compliance for missing or late reports.

*Invoices will not be reimbursed if quarterly and final reports have not been submitted.

Final Project Report

A Final Project Report (FPR) is due to MCSS no later than 45-days after the end of the grant period. Please refer to the important dates section of this NOFA for the final report due date.

B. Reimbursement Requirements

- a. No grant monies will be reimbursed for costs or obligations incurred, or work performed, *prior* to the beginning date of this notice of funding.
- b. Grantee shall use the *MCSS invoice template* when submitting reimbursement requests. The form is available on the [MCSS website](#).
- c. Supporting documentation* *must* be included with all reimbursement requests. Examples of supporting documentation include but are not limited to timesheets, contractual agreements, copies of proof of payment to vendors or contractors, etc.
- d. Reimbursement requests shall be submitted on a quarterly basis.
- e. Grantee shall submit reimbursement requests via email to mcss.mcss@maryland.gov.
- f. Final invoice or request for reimbursement related to this grant must be submitted **no later than 45-days** after the end of the duration of this grant. MCSS will not process or reimburse any invoices or reimbursement requests submitted beyond this date.

*Invoices will not be reimbursed if quarterly and final reports have not been submitted.

⁷ Local law enforcement agencies will submit reports of use of force between an SRO and student.

⁸ Local school systems will submit reports of use of force between a school security employee and student.

GRANT MONITORING

MCSS continually monitors each grant to ensure that State funds are being used as intended and grant awards are compliant. Generally, grant monitoring is performed through the thorough review of quarterly progress reports and reimbursement requests with support documentation. However, MCSS reserves the right to perform on-site visits as part of its grant monitoring activities. Grantees shall be notified at least thirty (30) days in advance prior to a monitoring on-site visit and must ensure that the following conditions are met:

- A. Grantee is responsible for tracking every aspect of their project deliverables.
- B. Prior to an on-site monitoring visit, grantee must make available to MCSS staff, all necessary documentation needed during such visit.
- C. Grantee shall allow MCSS staff access to all grants related records to verify grant expenditures and activities upon receipt of notification from MCSS.
- D. Grantee shall retain grant documents for the retention period of three (3) years after final invoice submission. MCSS, the Department of Budget and Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence upon request, at any reasonable time within the retention period.
- E. Grantee shall retain reports, activity logs, timelines, and any additional related supporting documentation for any other expenses that are covered in whole or in part by any grant funds.

APPLICATION AND RECORD RETENTION

- A. The Maryland Center for School Safety is a government entity; upon submission, this application is considered public information, except as otherwise provided by law. The Maryland Center for School Safety does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. Gen. Provisions Art., § 4-101, et seq.), you may request in writing to review grant award documentation. Please send those requests to the Maryland Center for School Safety, c/o Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 22201. Please visit the Office of the Attorney General [website](#) for additional information.
- B. Grantee shall retain grant documents and equipment purchased using grant funds for the retention period of three (3) years after final invoice submission. MCSS, the Department of Budget and Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence upon request, at any reasonable time within the retention period.
- C. Grantee shall allow MCSS and its affiliated agencies, the Maryland State Department of Education, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor; to examine and audit this supporting documentation on request and at any reasonable time within the retention period.

APPLICATION REVIEW

Each application will be thoroughly assessed to ensure adherence to every required detail. Incomplete applications will not be reviewed. MCSS will provide guidance on an as needed basis to ensure compliance with the application requirements.

MCSS staff will assess each organization's application based on:

- A. Statement of Need Narrative
- B. Budget Narrative
- C. Detail Project Description

D. Memorandum of Understanding

MCSS will conduct an internal staff review of each application submitted in accordance with this Notice of Funding Availability. If all application information is submitted correctly, an approval/denial letter will be emailed within thirty to sixty days.

GENERAL AND SPECIAL CONDITIONS

Grant awards are subject to these General and Special Conditions. The MCSS reserves the right to add Special Conditions, if and when needed, during the life of the award period. These General Conditions outline the post-award policies, procedures, guidelines, and business rules from MCSS for grant funds.

- A.** Any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, term or condition of the School Resource Officer grant and adequate coverage or the Notice of Grant Award agreement will be disallowed.
- B.** All grant related activities must be completed no later than **June 30, 2022**.
- C.** Grant application must be submitted prior to the application deadline of September 30, 2021 and must contain all the required information.
- D.** All work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- E.** Grantee is responsible for ensuring that any equipment acquired using State issued grant funds is protected from theft, loss and damage. MCSS must be notified if any grant funded equipment is lost, stolen, or damaged.
- F.** Grantee should establish safety measure protocols for activities taking place on school premises during an emergency, including projects that:
 - a. Maintain open lines of communication between schools and law enforcement agencies; and
 - b. Incorporate active shooter response training.
- G.** The award may be terminated by one or both parties with written notice. If the award is terminated before the end of the funding period, an accounting of the year-to-date expenses must be provided within thirty (30) calendar days after termination.
- H.** Any salaries, positions, personnel expenses, contractual expenses, equipment, and other expenses paid for with the SRO grant must be used to **supplement** your organization's existing budget, and **may not replace** any funds that were already included in your entity's existing or projected budget.

Supplanting is the use of the SRO grant funds and/or adequate coverage to replace State, Federal or local funds which were previously appropriated / budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded.

- I.** All grant funds related to the award project must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases), or expended (payment of an invoice) by the end of the award period.
- J.** Failure to expend encumbered funds within 45 days following the end date of the grant period may jeopardize reimbursement and/or result in the de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the recipient. Reimbursement **is only** for work completed during the grant period.
- K.** Any requests for grant realignment or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence. All realignment requests must be submitted using the MCSS template which can be found on the [MCSS website](#). Realignment requests may include but is not limited to:
 - a. Budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage.
 - b. Change to staff specified in the personnel category (where applicable).

- c. Any change that was not approved when the funds were originally awarded.
- L. When issuing public statements, press releases, or other documents relating to this program, or when conferences, seminars, workshops, or forums are held in reference to this program, the grant award recipient agrees that the source of funding for this program and the role of the MCSS must and will be clearly acknowledged. The grant award recipient will ensure that all publications resulting from this program will have the following language on the publication:

"The Maryland Center for School Safety funded this program via a grant award from the School Resource Officer (SRO) grant. All points of view expressed in this document, publication, or presentation, are those of the author and do not necessarily represent the official position of the State of Maryland."

- M. All final financial reports under the grant award must be submitted no later than **forty-five (45) days** after the end date of the award period.
- N. Grantee affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental disability, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The grant award recipient agrees to include:
 - a. A provision similar to the one contained above for any underlying contract utilized for services under this award, except for those contracts for standard commercial supplies or raw materials; and
 - b. A non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors, to file a discrimination complaint directly with the grantee, the MCSS, and/or directly with the Maryland Commission on Human Relations, 6 St. Paul Street, 9th Floor, Baltimore, MD 21201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 21201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs (OJP), 810 7th Street, NW, Washington, D.C. 20531.
- O. The grant award recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.
- P. All correspondence should be directed to mcss.mcss@maryland.gov.